

Cost Allocation/Fund Split Process

The OC Table is read at 10:00 AM. This OC Table update process starts the Cost Allocation/Fund Split process. Generated transactions are saved to be processed at 6:00 PM along with other process activities. The reports from the transaction generator are may be sent to dataset and are also saved on ROPES queues CSTA to CSTD and FUND. They remain "Print Ready" for 168 hours (seven days), or until the agency chooses to print them.

Labor Distribution Process

Labor distribution tables are closed at 3:00 PM. Labor distribution table maintenance transactions are edited and the **labor tables** are updated online and **prior to** running the labor distribution process. Agencies using the option to upload labor table maintenance must submit their file before 2:30 for it to be processed that day.

The OC Table is updated at 3:00 PM.

CAUTION: *Non-labor, uploaded table maintenance transactions are **not** processed until the 6:00 PM nightly system update process is initiated.*

The Labor Distribution process is performed **in the following sequence:**

1. Timesheet Table
2. Adjustment Timesheet Table
3. Adjustment Payroll Extract Table.

At the beginning of each month, **labor table maintenance** and the **labor adjustment process** are the only Labor Distribution processes allowed until the State Controller's Office Payroll Extract tape is processed by CALSTARS. This usually occurs by the second working day of each pay period.

When the Payroll Extract is available in CALSTARS, the labor distribution process can be run. The transactions generated from the Labor Distribution process and/or the adjustment process are included in the same nightly system update process.

Some labor control reports are routed to the IEUP ROPES queue. See Volume 2, Chapter VI-1, Labor Distribution-Introduction, for a description of the labor distribution process.

Table Maintenance Process

Most CALSTARS tables and files are closed at 6:00 PM. Activity entered during the day is processed that night. OC and uploaded non-labor table maintenance transactions are processed prior to error correction transactions or any new accounting transactions. Agencies using the option to upload external table maintenance files to CALSTARS must submit their files before 5:30 PM for them to be processed that night.

Table activity reports and any requested table listings are routed to the agency's printer through ROPES to the TBLE queue. Printing begins at the conclusion of table processing. This usually takes place around 7:00 PM, after the ROPES queues are reorganized and the previous day's printed reports are purged, as applicable. See Volume 2, Chapter IV, Table Maintenance, for the sequence in which each table is updated.

Error Correction Process

Error correction transactions for the day are processed after any table maintenance transactions. All error correction transactions entered during the day are matched to the CALSTARS Error File. Valid corrections are processed and invalid corrections are rejected. All valid error correction transactions go through the nightly system update process, referenced in ROPES as IEUP. Output reports are printed in the ROPES queues identified as IEUP, DREC and ERRC ROPES queues.

Nightly System Update Process

The nightly system update process, also referred to as IEUP (Input, **E**dit, **U**pdate), is used for all CALSTARS financial transactions and error correction transactions. Transactions entered during the day and transactions released from the CALSTARS Error File are edited against tables for valid coding and against the CALSTARS master files for fund control. Valid transactions update the CALSTARS financial master files and invalid transactions are sent to the Error File.

Nightly system update process reports are printed immediately *following* table maintenance. Printing on agency printers should be complete by 7:00 AM on regular workdays.

CALSTARS PROCESSING CYCLE

For economy and transaction control, CALSTARS uses a "batch" process. Financial transactions input during the work day do **not** have any effect on the financial files at the time of input although the online shadow files may temporarily post "shadow postings" during the day. The transactions are held in a Transaction Input File until the end of the day. After the system closes on workdays, all transactions are processed at one time through the CALSTARS batch programs. The CALSTARS